

# **Trinity Academy for the Performing Arts Governing Board Meeting Schedule**

**September 2011 - July 2012**

**All meetings are held at Trinity Academy for the Performing Arts,  
158 Messer Street 5:00 pm**

**August- no meeting**

**September 6, 2011**

**October 4, 2011**

**November 1, 2011**

**December 6, 2011**

**January 3, 2012**

**February 7, 2012**

**March 6, 2012**

**April 3, 2012**

**May 1, 2012**

**June 5, 2012**

**July 3, 2012**

## **JANUARY 2012 MINUTES**

**The meeting was called to order by Dr. Stevos at 5:03 pm.**

**Present: Dan Corley, Robert DeRobbio, Robert DeBlois, Ron Caniglia,  
Leonora Guerro, Peter Mandel, Richardson Ogidan, Joyce Stevos,  
Jen Patton**

**Staff Present: Steve Olsen, Andy McMannis, Michelle Phoenix,  
Barbara Wahlberg (intern), Not Present: Deirdre Newbold, Peter King,**

**Melissa Dubose, Mike Vanleesten, Joseph Costa**

**The minutes were reviewed and a motion was made to accept the minutes, seconded, and unanimously agreed to accept.**

**Michelle Phoenix presented the financial report to the board. The group had several questions regarding the format and how the report was formatted. Dan Corley made a motion to table the finance report in order to convene the finance committee to further review the budget. The committee will consist of Bob DeRobio (Treasurer), Dan Corely, Rob DeBlois, Ron Caniglia, and Leonora Guerro. The motion was seconded and accepted by unanimous vote.**

**Rob DeBlois presented Head of School evaluation process. The goals reviewed were those for the 2010/2011 School Year. Although completed, the portfolio provided by Steve Olsen did not give the complete picture of what is happening at TAPA. Mr. DeBlois validated that the beginning years are difficult to do everything and the reflection and documentation may take a back seat. Therefore a process is being created with a timeline. March is the expected date of completion as detailed in the bylaws. Mr. DeBlois shared that this may not be plausible. The evaluation committee of Rob DeBlois and Bob DeRobbio will come to the next Board meeting with recommendations for a timeline. This may include a request to extend the timeline due to the fact that there are no glaring issues with performance right now. The bylaws will also be examined and discussed in relation to the eval process by the sub committee.**

**Andy MacMannis presented the Development Committee report. The grants in process were reviewed as well as those that have been**

received. The board made a formatting suggestion that would be easier to garner the information they would like to have. Mr. MacMannis will include columns for grants in progress, grants submitted, grants obtained, and grants not obtained. The amount of grant and focus of the grant will be included as it was in this report. Barbara Wahlberg was introduced as an intern working on an Educational Leadership degree. She has worked with TAPA on several projects. The latest is researching and designing a Building Use form. She presented the “talking points” of that form. The board requested that the form be sent electronically to all for review and hoped that Melissa Dubose and Tim Moore would use their expertise to review it with a legal lens. A question was raised regarding the amount of insurance coverage the entity using the building should have. Steve Olsen will contact TAPA’s insurance provider to ask for guidance.

Steve Olsen reviewed the Head of School Report that highlighted student activities and achievements from the months prior.

Dr. Stevos reviewed the expectations for the next meeting which included, a Finance Committee report of the budget for next year, a Personnel Committee report, and a Development Committee Report.

Motion to adjourn at 6:27pm.

Next meeting is February 7, 2012 at 5:00 pm

**Trinity Academy for the Performing Arts Board Meeting Agenda**

**Call to Order Minutes Treasurer’s Report**

**February 7, 2012 5:00 PM**

**Bob DeRobbio Peter King**

**Andy MacMannis**

**Rob DeBlois Andy MacMannis Andy MacMannis**

**Development Committee Report**

**Grant Progress**

**Old Business**

**Head of School Evaluation**

**Mission Statement**

**Truancy Officer**

**Adjourn**

**Next Meeting March 6, 2012 @ 5:00 PM**

**Head of School Report**

**Personnel Update**

**Hiring Timeline**

**2011/2012 Committee**

**Changes: tabled building use till next month, added truancy officer. The board needs to designate someone as our truancy officer. I will be, through Andy, asking the board to designate our Social Worker, Melissa Herbert. This is just a technicality for the courts/truancy process. Added Head of School evaluation (Rob is ready for this). Changed my name to Andy's.**

**Mission Statement Board Review**

**February 7, 2012**

**Currently in place**

**Trinity Academy for the Performing Arts (TAPA), in partnership with parents and the Providence Community, will develop well-rounded, well-educated, artistic and community leaders who practice service and teamwork while initiating and implementing goals with a focus on the global society**

**Mission presented on January 4, 2012**

**TAPA utilizes an interdisciplinary arts-integrated program to prepare our artist-scholars for collegiate and/or professional success**

**Current proposal**

**Through our rigorous arts integrated program, TAPA cultivates artist-scholars poised for leadership in a global society, who stand ready for collegiate and/or professional success.**

**Just for fun, I explained the work I was doing regarding the Mission with the students in my Advisory and asked them to write a Mission for us. This is what they came up with...**

- Trinity Academy is an arts integration school and also wants to see students do well in the arts and help them achieve for success in their later life**
- 
- TAPA is an arts integrated school where students can express themselves and show their true talent.**
- TAPA is an arts integrated school where students are encouraged to show their individual talents and stand out. Boom. •**
- TAPA, a new and creative art school integrated with the academics. It's new and extraordinary and teachers teach their students they can**

**achieve above and beyond no matter what their goal is.**

- TAPA is an artistic school that teaches kids to be creative but also learn the basics.**
- TAPA is an art integrated school that teaches students through the arts.**

## **Minutes of Trinity Academy for the Performing Arts Board of Director Meeting**

**March 6, 2012**

**Present: Ron Caniglia, Bob DeRobbio, Peter King, Andy MacMannis, Peter Mandel, Deirdre Newbold, Richardson Ogidan, Steve Olsen, Leonor Guerrero, Jennifer Patten, Joyce Stevos, Michael VanLeesten, Tim More (invited guest)**

**Not Present: Dan Corley, Joseph Costa, Rob DeBlois, Melissa DuBose, Margie Mahar**

### **A. Call to Order**

**The meeting was called to order at 5:05 pm by Joyce Stevos.**

### **B. Minutes**

**Time More asked to be added to the minutes as an invited guest. Bob DeRobbio moved to approve the minutes. The motion was seconded by Peter King. The motion passed.**

### **C. Treasurers Report**

**The current budget and projections were distributed to the Board. Bob DeRobbio reported that the current cash on hand was \$184,781, of which \$36, 297 was restricted cash and \$148, 487 was available cash.**

**Peter King moved to approve the monthly budget report. The motion was seconded by Deirdre Newbold. The motion passed.**

**The budget projection sheet was examined and it was noted that the administrative line increased dramatically in year three. It was discussed that this was due to increased staffing needs as the school increases in size. Steve Olsen, in response to Dan Corley's questions at the previous meeting, reported that the reserve for future years will be 17% of operating costs.**

**Bob DeRobbio moved to approve the five year budget plan. The motion was seconded by Richardson Ogidan. The motion passed.**

#### **D. Grants Report**

**Andy MacMannis reported that TAPA was in the second rounds for the New Roots Technical Assistance grant of \$2,500 and that they will be coming to the school for an interview on March 21 at 1pm if anyone was interested in joining that meeting. It was noted that this grant would assist with creating evaluations to gather data about their program in order to assist with improvement in the program and strategic planning.**

**It was also reported that TAPA did not make it to the second rounds with the 21st Century grant and Community Music Works and Hasbro are still in the works. A Grants Report was distributed.**

**Bob DeRobbio mentioned the Ocean State Learning Musical Theater program, a three-week summer program, as an option for TAPA students who may be interested.**

#### **F. Old Business**

##### **1. Mission Statement**

**A new version of the Mission Statement was distributed. It was suggested that “and” be removed from the first line. A few other suggestions were made and discussed. Ron Caniglia moved to approve the Mission Statement without the “and” in the first line. The motion was seconded by Richardson Ogidan. The motion passed.**

## **2. Development Committee progress update**

**Peter King reported that the development committee met and discussed TAPA’s development needs as follows. (1) The Board needs to have a “story to tell” or “elevator talk” about TAPA. (2) TAPA needs successes documented (including success in math) to help with selling the mission. (3) TAPA needs do an awareness campaign and make TAPA known to community organizations including, the Arts, Business, Political and Education community. (4) TAPA’s needs other funding opportunities or at least a list of organization to begin an awareness campaign. (5) TAPA will need Board involvement through assistance with the awareness campaign and through financial commitments. Steve Olsen mentioned that his Program Implementation Overview presentation might be helpful with telling TAPA’s story.**

## **E. New Business**

### **1. Children of Staff Members Policy**

**The Children of Staff Member Policy draft was distributed. Tim More reported that historically there was usually priority admittance for staff children at charter schools and that new RIDE guidelines indicate that “certified” staff children have priority, but who is not certified at TAPA. I was discussed that the finance and personnel**



**committees would examine the policy more closely.**

## **2. TRI request for funds**

**Tim More reported that renovations at TRI that took place last year went over-budget and that TRI owed the contractors 43K, which they have had reduced to 26K. TRI requests that TAPA pay September rent payment of \$17,500 now to help to settle this dept. Steve Olsen expressed concern about TAPA's cash on hand because Providence is late with the March 1st funding, and they hope to receive it by the end of the month.**

**Peter King moved to approve the \$17,500 early rent payment to be paid after the Providence March check is received by TAPA. Ron Caniglia amended the motions recommending that TRI ask the Contractors to take the \$17,500 as paid in full for the job. The amended motion was moved by Bob DeRobbio .The motion was seconded by Peter King. Richardson Ogidan was an abstention. The motion passed.**

## **3. Head of school Report**

**Steve Olsen presented the program implementation overview PowerPoint as his Head of School report. The PowerPoint was distributed to the Board. Steve Olsen suggested that any Board members who want to become more familiar with TAPA should set up a time to come in and visit the school.**

## **F. Adjourn**

**Motion was made to adjourn the meeting. The meeting adjourned at 6:27 pm.**

**Respectfully Submitted, Deirdre Newbold, Secretary**

# **Minutes of Trinity Academy for the Performing Arts Board of Director Meeting**

**April 3, 2012**

**Present: Ron Caniglia, Dan Corley, Rob DeBlois, Bob DeRobbio, Andy MacMannis, Peter Mandel, Deirdre Newbold, Richardson Ogidan, Steve Olsen, Leonor Guerrero, Jennifer Patten, Joyce Stevos, Tim More (invited guest)**

**Not Present: Peter King, Joseph Costa, Melissa DuBose, Margie Mahar, Michael VanLeesten,**

## **A. Call to Order**

**The meeting was called to order at 5:05 pm by Joyce Stevos.**

## **B. Minutes**

**Peter Mandel moved to approve the minutes. The motion was seconded by Bob DeRobbio. The motion passed.**

## **C. Treasurers Report**

**The current budget and projections were distributed to the Board. Bob DeRobbio reported that the current operating reserve was \$91,919 and available cash for operating was \$82,876. It was noted that administrative salaries were at 44% and this was due in part to an open maintenance position.**

**Bob DeRobbio moved to approve the monthly budget report. The motion was seconded by Rob DeBlois. The motion passed.**

## **D. Grants Report**

**Andy MacMannis distributed a Fund Development report and explained the grants that were currently being worked on to include**

the GE Healthcare and Youth education Grants, the ING Run for Something Better School Award Program and the New Roots Providence Grant. The report also listed the list that was being generated by the development committee of potential donors and contact. Board members were asked to contact Andy if they have any additions or contacts that he should know about.

## **F. Old Business**

### **1. Development Committee progress update**

Steve Olsen reported on the Kickstarter Initiative, which is also outlined in the report distributed Fund Development Report. This initiative will be to fund the TAPA Urban Youth Film Festival and will be the main fundraising drive for this fiscal year. There will be tiered prizes given to donors for different monetary donations. Steve Olsen asked that all Board and Staff use this site to give to TAPA this year. The drive will go live on [kickstarter.com](https://kickstarter.com) for 60 days and the goal is to raise 25K (my notes say 25, but report says 30). Board members will receive all information and a link to the site. It was also encouraged that everyone use this link to solicit donations from their connections in the community (email, social media, Facebook ).

## **E. New Business**

### **1. Head of school Report**

Steve Olsen reported that Jen Patten was selected and a regional representative for the Miller- McCure TFA Award and will be competing for national recognition and a \$5,000 cash award.

Steve Olsen distributed the TAPA Class of 2018 At a Glance handout. The male/female is almost in balance and overall the school is about

**20% African American and 65% Hispanic. Dan Corley stated that he was interested in seeing 2016, 2017, 2018 in a side-by-side comparison. Conversation ensued about where in Providence the students were coming from.**

## **2. Policy Review/Retreat Plan**

**Joyce Stevos reported that they were looking to have a retreat in May and TAPA was looking for a consultant to assist with strategic planning for that retreat. If any Board members have suggestions, please let her know.**

**Steve Olsen asked that the Board become familiar with the distributed policies, which will be discussed at the next meeting. Certain Board members were assigned to review specific old and new policies.**

**Visitor Policy – Steve Olsen, Andy MacMannis, Peter King**

**Personnel Policy - Dan Corley, Rob DeBlois**

**By-laws – Peter Mandel, Tim More**

**Facilities Use Form - Ron Caniglia, Melissa DuBose**

**Financial Policy - Bob DeRobbio, Michelle (new policy)**

**Parent/Student Handbook - Leonor Guerrero, Jennifer Patten (new policy)**

**Dan Corley asked if the May meeting would be the Annual meeting and if new Board members will be discussed. Dan Corley and Joyce Stevos will look at the by-laws and come up with a plan.**

## **F. Adjourn**

**Motion was made to adjourn the meeting. The meeting adjourned at 6:01 pm.**

**Respectfully Submitted, Deirdre Newbold, Secretary**

## **TAPA BOARD MEETING. MAY 1, 2012 AGENDA**

**CALL TO ORDER MINUTES TREASURER'S REPORT COMMITTEE  
REPORTS**

**FINANCE FUNDRAISING PERSONNEL BYLAWS**

**NOMINATING COMMITTEE REPORT HEAD OF SCHOOL REPORT**

**OLD BUSINESS**

**NEW BUSINESS**

**NEXT MEETING ADJOURN**

### **TAPA |Board/Staf Retreat**

**20 July 2012 | 9a-4p**

#### **Purpose**

- **Shared language and approach to discussing TAPA and its unique position and offerings**
- **Shared understanding of criteria used to make operational decisions**
- **Understanding of Board structure, needs and expectations**

#### **Agenda**

**&#8727; Introductions & Overview of Day**

**&#8727; Understanding TAPA**

**&#8727; Mission, Vision, Values**

**&#8727; Identity Statement**

**—Break—**

**&#8727; Elevator**

**&#8727; Strategy Screen**

**—Lunch@noon—**

**&#8727; Board structure, needs and expectations**

**&#8727; Board recruitment matrix**

**—Break—**

**&#8727; Board materials**

**&#8727; Recruitment planning**

**&#8727; Closing**

**At the end we will have...**

- Identity Statement**
- Strategy Screen**
- Board recruitment matrix & recruitment plan draft**
- Board engagement materials**